



**Department of Public Works and Engineering
Planning and Development Services Division
Planning and Operations Support Branch**

**Six (6) or less Service Units
Expedited Reservation Process**

The Impact Fee Administration group of the Public Utilities Division has initiated a new procedure designed to expedite receipt of Wastewater and Water Capacity Reservations for projects that are equal to or less than six (6) service units in size.

In order to qualify for approval under this program, the proposed development cannot exceed 6 service units and the property to be developed must front an 8-inch or larger sanitary sewer line and/or a 6-inch or larger water line. If the property does not front a utility line, is served by a community sewer, the lines are smaller than those detailed above, or if the proposed development is larger than 6 service units, a standard Wastewater Capacity Reservation Application ("WCR") must be submitted in order to obtain a WCR reservation letter.

If the utility lines meet the size requirements and the proposed development is 6 or less service units, the attached "short form" of the WCR application can be submitted and Impact Fees paid immediately, without waiting for a WCR letter. The short form application will require the standard application processing fee, proof of ownership of the property and a signed certification from the fee simple owner of the property stating he/she understands there will be no refund of Impact Fees paid (see attached).

After review of the short form application for compliance with the requirements listed above, the WCR technician will collect the application processing fee, calculate the Impact Fees due, if any, or inform the customer that he/she will be required to submit the standard WCR application. **PLEASE NOTE: Any applicant requesting or applying for the low-income housing exemption (Impact fee exempt) will be required to submit the standard WCR application.**

Please contact our Technical Support Group for approval of the site utilities plan (water and wastewater) for any residential development (townhomes, duplex, single family residences) that exceeds a total of two units. This approval must be received prior to submittal of plans for a building permit. The Technical Support Group is available Monday – Friday from 8:00 to 12:00 at 2102 Austin. All other issues handled by appointment only, please contact our Technical Support Group at (832) 395-4360.

Payment of Impact Fees and the review of plans will be in accordance with existing procedures.

***Please attach a copy of a Recorded Deed, Title Report or Title Insurance.**



CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS

Log No. _____
WCR File No. _____

OWNER INFORMATION

Last Name _____ First Name _____ M.I. _____

Signature _____ Phone _____

Company Name _____ Email: _____

Mailing Address _____ City _____ State _____

Zip _____ Service Address _____ Project # _____

LEGAL DESCRIPTION OF PROPERTY

Lot _____ Block _____ Reserve _____

Subdivision _____ Section _____

Tract Size _____ Tract(s) _____ Abstract No. _____

Below this line to be completed by City of Houston personnel Tax Account # _____

DEVELOPMENT INFORMATION

See Attached Form for Calculations

Proposed Activity _____ Proposed Development _____

Existing Development _____ Removed Development _____

Council District _____

FACILITIES INFORMATION

Sewer Map No. _____ GIMS Map No. _____

Treatment Plant _____ Pumping Station _____

Sewer Size 1 _____ Location _____

Sewer Size 2 _____ Location _____

Water Line Size _____ Location _____

OTHER INFORMATION

Technician: _____

Application Receipt No. _____

Date: _____

Questions? wcrtechs@cityofhouston.net

For properties located outside the corporate limits of the City of Houston, the applicant understands that all ordinances of the City (as now written and as hereafter amended) which relate to water or sewer service or to plumbing matters, including those ordinances which impose criminal sanctions, apply to water and sewer services provided by the City to premises outside of the corporate limits. The applicant also understands that the City may suspend or disconnect such services in the event that the applicant or any other person at the premises to be served fails to comply with such ordinances, without regard to whether or not criminal sanctions are enforceable against any such person.



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Affidavit of Understanding

I, _____, as fee simple owner of the property
(print name)
described below, certify that I understand there will be no refund of Impact Fees paid for this project for any reason; including, but not limited to, discovery of prior payment or valid WCR letters, discovery of prior existing development for which credit was not given, cancellation of a project for any reason, and inability to build due to deed restrictions, funding, etc.

I understand that I am paying these fees in an effort to expedite the processing of water/wastewater approval of my building permit, and that I can submit a standard Wastewater Capacity Reservation Application for this development, if I so choose.

By my signature below, I acknowledge agreement with the conditions and terms outlined above.

Signature (Property owner in fee)

Date

Print Name

Legal Description of property:

Project Number: _____



WASTEWATER CAPACITY RESERVATION
APPLICATION FEE SCHEDULE FOR VACANT LAND

<u>Number of Acres</u>	<u>Dollars</u>
$0 < x \leq 1$	55.00
$1 < x \leq 2$	80.00
$2 < x \leq 3$	105.00
$3 < x \leq 4$	130.00
$4 < x \leq 5$	155.00
$5 < x \leq 6$	180.00
$6 < x \leq 7$	205.00
$7 < x \leq 8$	230.00
$8 < x \leq 9$	255.00
$9 < x \leq 10$	280.00
$10 < x \leq 11$	305.00
$11 < x \leq 12$	330.00
$12 < x \leq 13$	355.00
$13 < x \leq 14$	380.00
$14 < x \leq 15$	405.00
$15 < x \leq 16$	430.00
$16 < x \leq 17$	455.00
$17 < x \leq 18$	480.00
$x > 18$	505.00

TRACT ADDRESS: _____ TRACT SIZE (ACRES): _____

☐ PROPERTY IS PLATTED. PROVIDE PLAT NAME: _____

☐ PROPERTY IS UNPLATTED. TOTAL AREA WITHIN PLAT: _____

☐ PROPERTY IS UNPLATTED. PROVIDE LEGAL DESCRIPTION: _____

☐ PROPERTY IS PART OF A DEVELOPMENT GREATER THAN 5 ACRES.

PROPERTY IS:

☐ IS IN ZONE AE (100 YR FLOOD PLAIN) -- FEMA FIRM PANEL NUMBER: _____

☐ IS NOT IN ZONE AE (100 YR FLOOD PLAIN) -- FEMA FIRM PANEL NUMBER: _____

PROPERTY IS:

☐ SERVED PRESENTLY BY ON-SITE STORM SEWER SYSTEM.

☐ SERVED BY PUBLIC STORM SEWER SYSTEM IN: _____ (STREET NAME) _____ (PIPE SIZE)

☐ SERVED BY ROADSIDE DITCH.

☐ SERVED BY EXISTING DETENTION (Submit a copy of approved storm sewer layout map with ILMS # _____ and Log # _____ or City Drawing # _____.)

☐ DEED OR TITLE REPORT

☐ STORM WATER SYSTEM FROM GIMS MAP

☐ PREVIOUS STORM WATER LOA ☐ COPY OF DRAINAGE STUDY/HYDRAULIC ANALYSIS
☐ COPY OF RECORDED PLAT ☐ COPY OF DETENTION WAIVER ANALYSIS by P.E.
☐ COPY OF EXISTING STORM WATER QUALITY PERMIT SERVING THIS PROPERTY
☐ _____ ☐ _____

DESCRIPTION	EXISTING			PROPOSED		
	AREA OF IMPERVIOUS SURFACE	AREA OF UNIMPROVED PVIOUS SURFACE	AREA OF IMPROVED PVIOUS SURFACE	AREA OF IMPERVIOUS SURFACE	AREA OF UNIMPROVED PVIOUS SURFACE	AREA OF IMPROVED PVIOUS SURFACE
	Sq Feet or Acres			Sq Feet or Acres		
Building						
Parking Lot						
Sidewalk						
Site Disturbed area						
< 1 Acre						
1 Acre to 5 Acres						
> 5 Acres						
Site Total Area						
TOTAL IMPERVIOUS COVER =						
			EXISTING			PROPOSED